

ARIZONA PUBLIC SAFETY COMMUNICATIONS COMMISSION
Summary of Minutes
October 24, 2006

Voting Members Present:

David Felix, Deputy Director, Arizona Department of Public Safety (Chairman)
Amy Brooks, Captain, Apache Junction Fire Department
Hal Collett, Sheriff, La Paz County/Arizona Sheriff's Association
Gordon Gartner, Chief, Payson Police Department
Glenn Brown, representing Jan Hauk, President, Arizona Fire District Association/Buckeye Valley Fire District
Roberto Villasenor, alternate for Richard Miranda, Chief, Tucson Police Department
Tracy Montgomery, Assistant Chief, Phoenix Police Department
Kathleen Paleski, Chief, Northern Arizona University Police Department
Lou Trammell, Director, Arizona Division of Emergency Management
Dan Wills, Battalion Chief, Sedona Fire District
Dewayne Woodie, Fire Chief, Ganado Fire District/EMS
Mike Worrell, Captain, Phoenix Fire Department

Voting Members Absent:

Ray Allen, Assistant Chief, Tucson Fire Department
Jan Hauk, President, Arizona Fire District Association/Buckeye Valley Fire District
Angelica Novoa, Chief, Cocopah Tribal Police Department
Danny Sharp, Chief, Oro Valley Police Department

PSCC Support Office Attendees:

Curt Knight, Executive Director, Public Safety Communications Commission
Kevin Rogers, Project Manager, Public Safety Communications Commission
Wayne Kincheloe, Engineer II, Public Safety Communications Commission
Holly Burkenbine, Administrative Services Officer, Public Safety Communications Commission
Evelyn Jablonski, Executive Assistant, Public Safety Communications Commission
Jim Jertson, Publications Editor/Technical Writer, Public Safety Communications Commission

Call to Order and Roll Call

The meeting was called to order at 1:03 p.m. by Chairman David Felix. Roll call was taken as noted above and a quorum was declared present.

Chairman Felix recognized and expressed his congratulations to the following Commissioners upon their recent promotions. Commissioner Lou Trammell was promoted from Deputy Director to Director for Division of Emergency Management; Commissioner Tracy Montgomery was promoted from Commander to Assistant Chief at City of Phoenix Police Department; and Commissioner Dewayne Woodie was promoted from Captain to Fire Chief at the Ganado Fire District.

Approval of Minutes from July 11, 2006

Chairman Felix called for a motion to accept the minutes of the July 11, 2006 meeting as no changes were made. Commissioner Kathleen Paleski presented a motion for approval of the minutes as written. The motion was seconded by Commissioner Dan Wills and was unanimously carried.

General Business

Posting of Draft Minutes

Mr. Curt Knight suggested posting of PSCC minutes to our PSCC website be done in “draft” form to expedite the dissemination of information. They would then be posted again in final form after approval of their written content following the next quarterly meeting. Chairman Felix stated he didn’t feel a vote needed to be taken to do this. The option to amend them at our next meeting is still available. No further discussion took place.

Legislative/Budget Update

Mr. Knight mentioned he and Mr. Kevin Rogers met with the following legislators to champion PSCC’s mission and activities, and to discuss our FY 08 and 09 budget issues. Copies of our Concept of Operations document were distributed at these meetings, as well as a document depicting current and future funding (handout to Commissioners).

Representative Russell Pearce
Representative Pamela Gorman
Representative Andy Biggs

Senator Robert Burns
Senator Thayer Verschoor
Senator Ron Gould

Mr. Knight stated if meetings are being planned by your agency with your district legislators he would be happy to come along to champion our PSCC mission or we can prepare an information briefing packet to give to these legislators.

Mr. Knight will continue these legislator meetings after the November 7 election. Chairman Felix expressed Mr. Knight’s continuance of these meetings with the legislators is critical specifically in terms of the opportunity to share what PSCC is about and what our current and future funding needs will be.

Mr. Knight shared the following excerpt from DPS Director Roger Vanderpool’s letter to Governor Janet Napolitano regarding our DPS FY 08 and 09 budget request.

“One of the most important technology projects in recent memory is the design and implementation of an interoperable, statewide public safety communication system. The Public Safety Communications Commission (PSCC), who is charged with developing this system, will be ready to contract for the detailed design of the system in FY 2008 and will be ready to test the system design in FY 2009. We are requesting \$2.2 million in the first year and \$4.5 million in the second year of the biennium for these phases.”

SAFECOM Support Request

Mr. Knight briefed the Commission on the Concept of Operations Milestone #12, a governance structure and the need to establish a governance committee or sub-committee. Mr. Knight sent a

letter to SAFECOM soliciting support for the PSCC's governance efforts. SAFECOM has worked on these issues with a couple of states as well as the National Governor's Association. However, SAFECOM does not have a standard model that will fit all states as each state is unique. SAFECOM has received our letter but we have not received a commitment of support yet.

PSCC Request for Proposal – Evaluation and Award Update

Mr. Kevin Rogers briefed the Commission on the PSCC's communication design engineering services RFP evaluation process. The two main items in the proposal were Phase 1, help us design our statewide conceptual design system; and Phase 2, take the conceptual design and do a demonstration proof of concept project.

Five voting members participated in the selection process of our consultant, Federal Engineering. The five members represented various parts of the state and multiple disciplines (law, fire, EMS) with experience in the RFP process. Mr. Kevin Rogers read a brief biography on each committee member recognizing and expressing his thanks to the five voting members with a plaque from the PSCC Support Office. The selection committee included:

- 1) Mr. Dan Wills (present), Battalion Chief, Sedona Fire District.
- 2) Mr. Scott Tillman (present), Telecommunications Manager, DPS Wireless Systems Bureau
- 3) Mr. Greg Smith, Captain, Mohave County Sheriff's Office
- 4) Mr. Bill Phillips (present), Project Director, City of Phoenix
- 5) Mr. Mike Sacco, Lieutenant, Pima County Sheriff's Office

Chairman Felix also expressed his thanks to the five voting members for their hard work and dedication in the selection of our consultant.

Commissioner Dan Wills expressed his satisfaction with the way the PSCC Support Office, Mr. Knight and specifically Mr. Rogers handled the RFP process. He was very supportive of the RFP process.

PSCC Conceptual Design – Status Update

(Federal Engineering's PowerPoint presentation can be found on the PSCC website.)

Mr. John Murray, Senior Vice President/Project Manager, Federal Engineering (FE), briefed the Commission on FE's background and experience, project methodology and approach, and current status of FE/Arizona activities.

Federal Engineering is a nationwide systems consultant and engineering firm founded in 1983. FE is independent of all hardware/software, service provider influences. Their approach is not one size fits all but tailored to each clients needs. They have worked with all frequency bands and recommendations are designed to provide "as good or better" capabilities than the current system. FE has done many statewide programs and their team members have many years of experience (government service, role of first responders, consulting and industry background).

Mr. Murray has over 35 years of experience in telecommunications. He has been involved with Federal Engineering's public safety projects over the last six years as Program Manager to responsibility for overall quality assurance. Mr. Murray's presentation experience includes testimony to state legislators, governance bodies, and to public and industry groups.

FE's program management philosophy is based on the Project Management Institute (PMI) industry approach to managing projects with clear requirements and objectives. They are interested in ensuring user and stakeholder needs are met. Their approach includes developing a formal project plan using the Work Breakdown Structure (WBS).

FE uses several reporting/tracking features to manage the project's progress which includes abstracts and outlines of major project deliverables, biweekly updates to PSCC Support Staff, internal weekly review/update sessions, online web-based (FEClient Net) project documentation (provides status on project deliverables and status reports), and utilization of their internal technical review team for finalizing deliverables and quality assurance.

Mr. Murray reported their risk management philosophy is based on PMI's methodologies which include 1) acceptance/planning of risk, 2) assessment/identification process, 3) analysis – qualitative and quantitative, 4) response planning/mitigation, and 5) monitoring and control.

FE's identification of potential risk factors related to the PSCC project include 1) availability and accuracy of site-specific information, 2) PSCC's acceptance of prior reports (specifically needs analysis, and technology and frequency decisions provided), deliverables and recommendations, 3) cycle time of deliverables, 4) decision making process for accepting deliverables, and 5) significant changes in technology for the planning process.

Mr. Murray indicated the project will provide a vendor-independent design based on proven technologies validated through a demonstration project. He stated the concept will provide a high level of operability and interoperability, integrate new solutions and be scalable based on various levels of funding.

Mr. Murray reported on Arizona's common needs relative to other state systems which include: 1) many towers and sites needed for the level of coverage needed, 2) sites/towers near capacity, 3) systems are aging with replacement parts difficult to find, 4) frequency availability limited in all bands/jurisdictions, and 5) solutions needed to work across the different architectures planned and implemented by local/regional agencies.

Mr. Murray addressed the challenges, goals, use of prior studies/gaps, and project timeline. The Phase I timeline (understanding user needs/gaps, building system design requirements and alternative solutions, creating final conceptual design, business and implementation plan) began in August and continues through June 2007.

Mr. Murray expressed they are tasked to develop a conceptual design, coverage analysis of existing systems and proposed architectures, and then make a recommendation on an overall system design.

In conclusion, Mr. Murray summarized the project progress to date followed by questions from the Commission and audience.

Chairman Felix inquired if the Federal Engineering presentation and abstracts would be posted on the PSCC website for review. Mr. Knight replied that yes the presentation could be posted there and once the reports and deliverables are approved, PSCC would coordinate access to presentations through the website.

Chairman Felix stated you hear about other states efforts, i.e., Florida, Pennsylvania, etc., and their similar statewide upgrades to a radio system. He asked what would distinguish this process and how would we avoid the problems other states have experienced. Mr. Murray stated FE fosters a strong focus on quality assurance and project management once the design is accepted. Mr. Murray expressed it takes diligence and commitment to provide the resources to manage the project with check points in place and safe stopping points.

Chairman Felix reported in 2007 the City of Glendale will be hosting the Fiesta Bowl, next the college version of the Super Bowl in 2007, and then the Super Bowl in 2008. He asked if there was any opportunity to use those events as a test toward this project and FE's thoughts on how the system will be tested. Mr. Murray stated the events occurring in 2007 are off limits as the system will still be in an analysis and design phase. In 2008, it may still be early to do anything but they could learn from their planning process. Mr. Murray indicated the 2007 events can incorporate those findings into the final design and procurement recommendations. The demonstration project would go live in mid 2008 beyond the football events at that point to utilize the demo project to create a multi-agency capability. He indicated there would be an opportunity to tune up what would happen in the demonstration project in late 2008.

Mr. Woody Dyche questioned if Federal Engineering would be looking at voice radio or voice and data, and would coverage analysis be done across the various frequencies, i.e., 800, 700, UHF? Mr. Murray replied the focus of the project is primarily voice but data is an important part of it. He stated if the need is expressed it would be covered. He indicated in terms of the frequency analysis across the different bands if a system today exist in those bands they would be modeling the existing coverage. The proposed coverage would be modeled for the system alternatives they find most likely to pursue if all those bands tended to be in the recommendations.

Commissioner Gordon Gartner inquired about the demonstration project occurring before or after the governance system is set up. Mr. Knight replied the idea was to have the governance model approved/recognized to manage, own, and operate the demonstration project prior to. Mr. Knight replied maybe concurrently is the best way. Commissioner Gartner questioned if they had to plan for the governance in place but not actually in operation when the test is conducted? Mr. Knight stated the test may not require they have a governance or management body to actually own and operate the system, but soon afterward it would. They need to have a model in place, understood and probably approved by this body which may or may not take some legislation.

Mr. Rogers mentioned the subject of the Super Bowl events did come up when PSCC met with Glendale. The PSCC doesn't know at this point where the demonstration project would be but we would be taking advantage of all games coming up and watching that very closely.

Chairman Felix mentioned the Utah version of PSCC had the Olympics come to the state and a lot of money was available to help them build their system. He stated, "Whether or not this is actually going to be a piece of this, I don't know."

PSCC Marketing/Outreach & Education

PSCC Newsletter

Chairman Felix gave a brief introduction and welcomed Mr. Jim Jertson as a new member of the PSCC Support Staff to fill their Technical Writer position. Mr. Jertson's promotion is the result of a Memorandum of Understanding entered into to enable DPS, PSCC and Mr. Jertson to continue the excellent work (Editor of the Digest, 75th Anniversary preparation/celebration, DPS Annual Report, etc.) he does for Arizona Department of Public Safety. Mr. Jertson is being tasked with creating a PSCC newsletter as well as marketing and outreach materials/documents.

Mr. Jertson briefed the Commission on the PSCC newsletter which is currently being created as a marketing tool. A name for the newsletter is still needed. Mr. Jertson stated he would like to publish the newsletter on the same day, every month. The newsletter will be anchored by the Director's log or viewpoint to cover hot topics each month. It will be distributed to the PSCC's master distribution email list in "pdf" format plus a copy of the link in the PSCC website, and/or in a hard copy version.

Mr. Jertson advised some initial topics to be covered are a feature story on a specific person tied to the project, Federal Engineering, and PSCC success stories highlighted, etc. He stated the articles will be written in a non-technical format so all stakeholders will be able to understand. Mr. Jertson was confident he could produce a 3-4 page newsletter every month with additional pages as desired.

Mr. Jertson advised if there were any questions regarding ideas for stories or the style of the newsletter he would be glad to hear them. He is looking forward to working with PSCC and learning the issues related to the PSCC project. No further discussion took place.

In conclusion, Chairman Felix reported Mr. Jertson was recognized recently for his work on the Chief's Challenge at the International Association of Chiefs of Police annual conference in Boston. Arizona Department of Public Safety took first place in their category at the conference.

Governance Committee

Mr. Knight briefed the Commission on the recent Governance Committee meeting which took place October 12, 2006. The Governance Committee was recently created with Commissioner Kermit Miller as Chair and Chairman David Felix as Co-Chair. The recent meeting was represented by City of Phoenix Police Department, Maricopa County Sheriff's Office and Tucson Police Department. There were no decisions made, just discussion/ideas on how to put a governance committee process in place. Agenda items focused on ideas of funding, ownership, and operation of a joint-use radio system.

The following questions arose during the discussion of the governance committee.

- 1) Where do the initial development and construction costs come from?
 - 2) Ongoing funding - how is it derived, who stores and handles the funds?
 - 3) Who owns and operates it?
 - 4) Who makes the management decisions, i.e., membership, major system changes, (coverage issues, technology updates, etc.)?
 - 5) Is there a required minimum membership base?
 - 6) Is there state legislation needed to encourage a required base?
 - 7) Who pays for that required base?
 - 8) Levels of participation/membership – everyone is equal or various levels, costs? Three levels were discussed as options but not limited to just these three.
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- 1) Operability and Interoperability Participation
 - a) day to day system operability
 - b) user level (small, medium-sized cities, rural county, fire district & state agencies)
 - c) ability to communicate outside of its jurisdiction with other public safety partners
 - d) may/may not bring spectrum, infrastructure or coverage (does cost change?)
 - 2) Interoperability Only
 - a) have own system but need level of interoperability within jurisdictions and across disciplines within your area of responsibility.
 - b) minimum level of interoperability when outside of your jurisdiction
 - c) may/may not bring spectrum, infrastructure or technical expertise
 - 3) Operating Partner
 - a) widely deployed, large, regional or statewide system capable of supporting other users
 - b) this group would bring spectrum, infrastructure and possibly technical management

Mr. Knight reported a broader representation is needed on the Governance Committee of the rural (small, medium and large) areas. No decisions were made at this meeting just an exchange of ideas of current system owners and what other states are doing.

Mr. Knight advised a follow-up meeting was not scheduled until a briefing was brought to the Commission. Chairman Felix advised notifying the Chair Kermit Miller for a follow-up meeting between now and the end of the year or first part of next year and to solicit additional participation. Chairman Felix advised continuing to develop this Committee and move this issue forward. Mr. Knight stated we need to have a good idea of a governance concept while the demonstration project is taking place.

Chairman Felix emphasized when we go before the Legislature likely questions to be asked are who is using the system, how often is it being used, how is funding for the system being shared.

Arizona Emergency Radio System (AERS)

AERS Deployment Status

Mr. Scott Tillman, Telecommunications Manager, briefed the Commission on the earlier history of the Inter-Agency Radio System (IARS), IARS to AERS system conversion, and the current AERS deployment status. Based on the study conducted by Arizona Division of Emergency Management, forty-five (45) radio sites were identified in Arizona to provide coverage to the counties and local jurisdictions. The basic objectives of AERS are to expand the coverage using the mutual aid frequencies, provide coverage in all counties which wasn't available in IARS, provide all three bands, and establish more capabilities for all users.

Chairman Felix asked if there were any questions. No questions arose.

Commissioner Lou Trammell took this opportunity to recognize and express his appreciation for both Mr. Jay Vargo and Mr. Mark Howard. Mr. Jay Vargo (former Project Manager of AERS project), Arizona Division of Emergency Management (ADEM) has recently moved on to a different job and is no longer with ADEM. The success of the AERS project is contributed to Mr. Vargo and the work he did.

Commissioner Trammell announced Mr. Mark Howard as the replacement for Mr. Vargo as the new Communications Manager at ADEM. Mr. Howard's previous position was transferred over to the new Department of Homeland Security where he was the Grants Administrator for all Homeland Security monies for Arizona.

Memorandum of Understanding (MOU) Status

Ms. Holly Burkenbine gave a briefing on the MOU status. Currently, thirty (30) agencies are participating. The breakdown is as follows:

1 emergency management	1 public safety communications
9 law enforcement	1 public health
7 fire service	7 state government agencies
1 emergency medical	1 federal agency
1 public works	1 non-governmental organization

Ms. Burkenbine stated the breakdown of participants would be posted on the PSCC website.

Commissioner Gordon Gartner inquired if it was appropriate to enter into a Memorandum of Understanding early on before AERS is operational in their area. Mr. Knight replied yes as you would still have the ability to use those channels in a simplex or tactical mode. Chairman Felix encouraged spreading the word locally and regionally with agencies you're involved with and who may have use for AERS.

Commissioner Dan Wills stated this would be a good topic for the new newsletter.

Date, Time and Location of Next Meeting

January 23, 2007, 1:00 p.m.
Burton Barr Central Library
1221 North Central Avenue
Phoenix, Arizona

Chairman Felix stated the next two meetings (January 23 and April 24) are being held here at the Burton Barr Central Library. Again, the July meeting will take place in Flagstaff on Tuesday, July 10, 2007 to coincide with the law enforcement POW WOW activities.

Call to the Public

Chairman Felix asked for comments from the public. No comments were received.

Mr. Knight took this opportunity to emphasize and clarify upon Commissioner Wills earlier reference to the work of the Support Office by Mr. Knight and Mr. Rogers. Mr. Knight wanted to make a correction to that statement by clarifying Mr. Rogers' commitment and drive are how PSCC arrived at this stage of hiring Federal Engineering and working on our "soon to be realized" demonstration project.

Chairman Felix expressed his appreciation to Mr. Rogers for his commitment.

Recommendations for Future Meetings

Chairman Felix asked for recommendations for future meetings. No comments were received.

Adjournment

Chairman Felix asked for a motion to adjourn. Motion to adjourn was made by Commissioner Hal Collett and seconded by Commissioner Gordon Gartner. Motion was unanimously carried. Meeting adjourned at 2:55 p.m.